

**Indiana School for the Blind and Visually Impaired**  
**7725 North College Avenue**  
**Indianapolis, IN 46240**

ISBVI Board Meeting Minutes  
October 24, 2022  
9:30 a.m.

**Members Present:**

Mr. James Michaels, Chair  
Ms. Kathy Botkin, Vice Chair  
Mr. Tom Adams  
Mr. John Kissling  
Mr. Don Koors  
Mr. Patrick Rhodes

**Members Not Present:**

Senator Liz Brown

**Administration Present:** Mr. Jim Durst, Superintendent; Mr. Raouf Estefanos, Assistant Superintendent of Business; Mr. Jay Wilson, Principal; Ms. Cara Kennett, Director of Outreach; Mr. Jason Askren, Director of Residential Services; Mr. Dave Brown, Facilities Coordinator; Mr. Harold Clark, Physical Plant Director; Mr. Santos Guterrez, Director of Health Services.

**I. Call to Order**

Board Chair, Mr. James Michaels, called the meeting to order at 9:37am and took roll.

**II. Approval of Minutes** (Attachment 1)

The minutes from the August 29, 2022 (Attachment 1) meeting were reviewed.

**Motion:** A motion was made by Mr. Koors and seconded by Mr. Adams to approve the minutes as presented; motion carried.

### **III. Superintendent's Report**

#### **A. School Update**

##### **School Report – Mr. Wilson**

Dena Vepel was recently hired as the fifth-grade teacher.

NWEA testing has been completed.

Grades 4-8 traveled to Flat Rock YMCA camp for an overnight education experience on October 18.

In addition, another large group of students and staff went to Weaver Farms last week.

To recognize anti-bullying month in October, kindness messages have been read during announcements.

Lessons have also been held by a social worker in elementary classes.

The school celebrated White Cane Safety Day the week of October 17.

Report cards and progress reports will be distributed to families the week of October 24.

##### **Residential Report – Mr. Askren**

There are no new hires at this time. The department is actively seeking applicants.

The school hosted 10 teams for the NCASB Track and Field conference September 30 – October 1. The event had many volunteers that worked together to make the conference a success. This was the first meet held since Covid where most of the schools in the conference were able to attend.

Residential has welcomed additional students in the dormitories as students attend athletics and clubs.

##### **Outreach Report – Ms. Kennett**

Outreach is serving close to 300 students from around the state. Additionally, a monthly newsletter entitled, *Outreach Reachout*, informs Special Education Directors across the state of Outreach Department services, BLV professional development opportunities, and featured IERC products.

The first L.E.A.D.S. (Learners, Excelling, Achieving, Dreaming, Succeeding) Course, was held in September. There are four sessions during the school year that focus on the Expanded Core Curriculum. The first course focused on careers and had six participants. Students learned not only practical aspects of seeking, obtaining, and maintaining a job, but also how to approach employment with a positive mindset and how to recognize and practice skills that transfer from being an effective student to being a valued employee. During the course students considered career options, participated in job site visits, and interacted with an expert panel at Bosma Enterprises. The remaining courses will focus on Assistive Technology, Compensatory Skills, and Independence/Daily Living.

Outreach is organizing the upcoming Vision Conference. The department will be collaboratively hosting a 2-day event that will provide a wealth of information about providing blind and low vision services as well as 'hot topics'.

##### **Facilities Use – Mr. Brown**

Teachers' Treasures will be holding a Board meeting on campus in the elementary gym on November 9. The RHI Sports Program will be holding wheelchair basketball practices in the Main Gym for several Saturdays in the upcoming months beginning November 5.

## **Physical Plant – Mr. Clark**

Maintenance is currently interviewing for a Maintenance 3 position as well as a boiler operator.

Turner Construction will be coming to campus this week to see the pool.

The boiler has been started for the season and ran for three days last week.

The new roof was installed on Lambert over fall break. Fire Alarm testing was completed as well. The Fire Marshall will be on campus November 21 for an inspection.

True Scan completed scans of the dimensions of the entire interior of campus buildings.

Upcoming projects for Thanksgiving break include installation of LED lighting in Churchman and replacement of the E,F,G chiller.

### **B. Monthly Financial Statements (Attachments 2A & 2B)**

Attachment 2A is the monthly financial statement for August 31, 2022. At that point, the year was 17% over, Point One expenditures were at 17.58%, Points Two through Nine reflected 42.54% spent, and overall expenditures totaled 21.69%.

Attachment 2B, the monthly financial statement for September 30, 2022, reflects 26.00% spent from Point One, 48.50% spent from Points Two through Nine and overall expenditures totaled 29.70%. At that point the year was 25% over.

The school will be working with the budget agency to release the 1% reversion to help cover costs that are usually incurred this time of the year due to salary increases.

### **C. Staff Metrics (Attachment 3A & 3B)**

Attachment 3A reflects the status of positions as of August 31, 2022, with 141 filled regular positions, 40 vacant regular positions, 12 filled intermittent positions and 25 vacant intermittent positions.

Attachment 3B reports that as of September 30, 2022, the school had 140 filled regular positions, 43 vacant regular positions, 12 filled intermittent positions and 26 vacant intermittent positions.

Education is in need of subs and residential mentors. A speech therapist is being interviewed as well.

Outreach is down three positions. The Health Center is fully staffed in full time positions but has open intermittent positions.

## **IV. New Business**

### **A. Donations and Contributions (Attachments 4A, 4B & 5A, 5B)**

Attachments 4A and 4B reflect Donations and Contributions under \$499 from August 1, 2022, to September 30, 2022, totaling \$584.70. Five donations were restricted, and three were unrestricted.

Attachments 5A and 5B reflect Donations and Contributions over \$499 from August 1, 2022, to September 30, 2022, totaling \$21,039.58. All five donations were restricted.

### **B. 2023 – 2024 School Calendar (Attachment 6)**

The proposed school calendar follows the Washington Township calendar closely to accommodate ISBVI students attending JEL. There are 190 contract days and 180 instructional days. Teachers report on July 31, 2023, the first day for students is August 7, 2023, and the last day of school is May 24, 2024.

**Motion:** A motion was made by Mr. Adams and seconded by Mr. Koors to approve the proposed calendar for the 2023 – 2024 school year; motion carried.

#### C. Audit

The state budget agency conducted an in-person audit for FY22 in April. The audit concluded in August and the exit interview was held in September with no findings. The budget agency conducts off-site audits annually, however this was the first in-person audit in five years.

The school received \$952,000 for Covid relief through the Department of Education (DOE) and would like to utilize these funds for technology by ordering laptops and accessories through Dell.

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Botkin to approve the use of \$952,000 in Covid relief to purchase laptops and accessories; motion carried.

#### D. Compensation Study

The Indiana State Personnel Department (INSPD) initiated a comprehensive compensation study a year ago. This study evaluated all of the State's civil service job classifications and benchmarked many of them to comparable positions with other public and private employers. As a result, a new, comprehensive compensation strategy has been developed that will provide pay raises to most positions. The school will need to cover the initial cost and will be able to request funds from the budget agency to be compensated by year end. Pay increases will show on the November 9 paycheck.

#### E. Promethean Boards

The Promethean Boards have arrived and will be installed this week. Professional development trainings will be scheduled in the near future. The IBCF provided most of the resources for the boards.

#### F. Co-location of Schools

Discussions are being held on whether the staff should remain on campus during the construction or move temporarily off site.

There will be a second town hall meeting scheduled soon to discuss the layout of the campus in more detail. Parking has been raised as an issue. There will most likely need to be a parking garage built to accommodate staff and visitors.

#### G. Strategic Plan

The school is continuing to work with MAPT Solutions in the development of the strategic plan and is now in stage two of the process. The school is continuing to develop the plan in conjunction with the IBCF strategic plan.

#### H. Accreditation

Due to the pandemic, ISBVI requested to postpone the accreditation process for one year. Cognia granted the request and extended the accreditation for one year. Cognia completed the accreditation at the end of the 2021 – 2022 school year. ISBVI was notified that the school is fully accredited for the next five years, and the final report has been received.

#### **V. Public Comments:**

No public comments.

#### **VI. Board Comments:**

No Board comments.

#### **VII. Next Meeting**

The next meeting of the Indiana School for the Blind and Visually Impaired School Board will be Monday, January 23, 2023, at 9:30am.

#### **VIII. Adjournment**

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Botkin to adjourn the meeting at 10:14am; motion carried.